

Notice of Job Opportunity

Council on Aging Coordinator- (part-time 15+/- hrs/wk) Coordinate activities and oversee daily operations of Spencer Senior Center/Council on Aging office. Responsibilities include preparing monthly schedules of activities for seniors, coordinating volunteer activities, providing referral information to seniors for various senior related issues and agencies. Also includes serving as liaison to Council on Aging Board chair and committees, and maintaining contact/visibility with state and regional associations and advocates.

The successful candidate will possess a High School Diploma or GED (General Education Requirement); college/professional degree in a related field preferred. Experience working with the elder service network and resources, as well as knowledge of state and local laws, practices and regulations regarding human service (elder) programs is a plus.

Submit application letter, resume and standard town application form to Town Administrator, 157 Main Street, Spencer, MA 01562; or visit www.spencerma.gov for more information. Open until filled. Review begins May 8th. EEO Employer.

Posted: Town Hall, WWTP, Water, Police,
Fire, Highway, & Library Bulletin Boards
April 6th, 2006

Advertised: New Leader 04/12/06 & 04/19/06
Companion Papers (companion dates)
Worcester Telegram 04/16/06 & 4/23/06

Mailed: DPHS, Bay Path Vocational, Tantasqua, DTA/Southbridge,
DET/Worcester, Becker, Nichols, Quinsigamond, and
other related professional associations